Army Career and Alumni Program (ACAP)
Transition Assistance Program

Transition Program Overview
Agenda

• Overview of Transition
• Individual Transition Plan (ITP)
• Value of a Mentor
• Family Concerns
• Special Issues
Reserve and National Guard Members

• You may need to prepare for a job change as a result of your deployment

• You may have concerns that affect your return to the workforce following deployment

• You may seek to provide information to your family or friends
Stage 1 Pre-separation and Initial Counseling (12-18 months prior to transition or 24 months before retirement)
- Overview Curriculum
- Begin Individual Transition Plan
  - Leave with DD Form 2648 or 2648-1

Stage 2 VA Benefits Briefing
- Register for eBenefits and MyHealtheVet
- Know how to apply for VA Benefits
  - Leave with VA Benefits book

Stage 3 Military Occupational Code (MOC) Crosswalk to Civilian Skills
- Leave with Skills Assessment

Stage 4 ACAP Specialized Counseling
- ITP Review
  - Leave with Individual Transition Plan

Stage 5 Financial Planning Seminar
- Leave with 12 month post-Service budget

Stage 6 DoL Employment Workshop
- Leave with Resume of Choice (not less than 5 months from transition)
## ACAP Transition Timeline

**Within 30 days of arrival to unit:**

<table>
<thead>
<tr>
<th>18 mo</th>
<th>17 mo</th>
<th>16 mo</th>
<th>15 mo</th>
<th>14 mo</th>
<th>13 mo</th>
<th>12 mo</th>
<th>11 mo</th>
<th>10 mo</th>
<th>9 mo</th>
<th>8 mo</th>
<th>7 mo</th>
<th>6 mo</th>
<th>5 mo</th>
<th>4 mo</th>
</tr>
</thead>
</table>
| Initial Counseling  
- Draft Individual Development Plan (IDP)  
(Leader+Soldier) |

| Retention Interview; Separating Soldiers Identified; Post Active Duty Plans |

### ACAP Preseparation Counseling Transition Overview
- Draft Individual Transition Plan (ITP)  
VA eBenefits Registration  
(Counselor + Soldier)

### DOL Workshop
- Facilitator + Soldier
- Begin Resume development

### Military Occupational Crosswalk
- Counselor + Soldier 2 hours

### ACAP Training IAW ITP  
(Counselor + Soldier)

### VA Benefits Brief & Application  
(VA + Soldier)

### Financial Planning Workshop  
(ACAP/ACS + Soldier)

### Submit Transition Leave / Obtain Orders  
(Soldier)

### Retention Interview / Reenlistment Follow-up  
(Career Counselor / Leader / Soldier)

### Pre-Retirement Brief  
(RSO + Soldier & Families)

### CAPSTONE
- IOC Mar13 / FOC Nov13
  - Validation
  - Remedial Training

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**Note:** This timeline is a representation of the ACAP Transition process and is subject to change based on individual soldier needs and unit-specific requirements.
Briefings and Workshops

Stage 1
• Pre-Separation Counseling
• Initial Counseling
• Transition Overview
• DD Form 2648/2648-1
• ITP Block 1

Stage 2
• VA Benefits Briefing
• Register for eBenefits and My HealtheVet
• VA Benefits Book

Stage 3
• MOC Crosswalk
• Skills Assessment

Stage 4
• ITP Review
• Individual Transition Plan

Stage 5
• Financial Planning Workshop
• 12 month post-Service Budget

Stage 6
• DOL Employment Workshop
• Resume of Choice
• Final ITP Review

Individual Counseling (ITP Development)
The Individual Transition Plan: Your Roadmap for Success
• Identify needs
• Determine finances
• Complete personal assessments
• Evaluate experience and training
• Identify career fields for which you qualify
Determine Post-Transition Career Path

- Review/create resumes
- Identify references
- Document volunteerism
- Develop job search network
- Update Timeline (Block 6)
• Complete educational needs assessment
• Assess financing options
• Identify an academic institution of your choice
• Schedule a one-on-one with the counselor at your institution of choice
• Contact the Student VA
• Contact the institution’s GI Bill certifying official to confirm eligibility
• Complete the Education Needs Assessment
• Assess financing options
• Identify a technical training institution
• Research required standardized testing and possible fees
• Contact the counselor at the institution
• Identify local Veteran support services
• Schedule a one-on-one with each counselor
• Confirm GI Bill eligibility at the institution
• Annotate Timeline (Block 6)
Career Path – Entrepreneurship

- Evaluate applicable skills
- Evaluate personality traits
- Schedule session with a Small Business Advisor
- Develop a business plan
- Determine legal requirements for your business
- Update Timeline (Block 6)
## Transition Milestones

**Section VIII.** Use this template to develop your individual transition timeline. This example is not intended to be an all-inclusive list of actions applicable to your transition. However, the items marked as "Required" are mandatory planning activities and must be completed to achieve the required Career Readiness Standards applicable to your chosen career path. Additional room is provided to allow you to tailor this timetable to meet your specific requirements.

<table>
<thead>
<tr>
<th>Timeline to Separation</th>
<th>Required</th>
<th>Milestone</th>
<th>Scheduled Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 months – 18 months</td>
<td>R</td>
<td>Attend Pre-Separation Counseling and complete Pre-Separation Counseling Checklist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 months – 12 months</td>
<td>R</td>
<td>Prepare Individual Transition Plan (ITP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 months – 6 months</td>
<td>R</td>
<td>Evaluate future personal and family housing, transportation and financial requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 months – 30 days</td>
<td>R</td>
<td>Crosswalk military skill set to civilian skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 days</td>
<td>R</td>
<td>Identify and document requirements &amp; eligibility for licensure, certification and apprenticeships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 days</td>
<td>R</td>
<td>Complete the Employment Readiness Assessment tool as directed during Pre-separation Counseling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 days</td>
<td>R</td>
<td>Visit the Education Center to assess your job skills and interests. Sign up for college entrance exams, training opportunities, license programs, college courses, or certification exams</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 days</td>
<td>R</td>
<td>Attend the Employment Workshop</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Workplace Differences to Consider

- Daily attire
- Compensation packages and time off
- Civilian workplace dynamics
- Living arrangements
- Workplace discipline
- Organizational structure
- Acronyms, jargon, and other communication issues
Challenges

- Set realistic expectations
- Determine goals and next steps
- Identify priorities
- Use the tools available through ACAP Program
- Understand psychology of taking the uniform off
- Maintain a healthy lifestyle
Career Readiness Standards

- Evaluate opportunities presented by continuing military Service in a Reserve Component
- Transfer military skills to civilian skills (MOC Crosswalk)
- Identify and document requirements and eligibility for licensure, certification and apprenticeships at the potential relocation destinations
- Complete the ITP and provide documentation of meeting the Career Readiness Standards for the chosen career path
Value of a Mentor

Who needs a Mentor?
Role of a Mentor

A mentor can help you:

• Transition from military to civilian life
• Identify colleges or universities
• Network with peers and potential employers
• Search for employment
• Start a business
• Start a new job
Benefits of a Mentor

A mentor:

- Takes a Personal Interest
- Helps establish:
  - Goals
  - Priorities
- Nurtures Career Development
- Acts as a Role Model

Shares:
- Ideas
- Skills
- Knowledge
- Expertise
Resources on Mentoring

- TurboTAP Toolkit – turbotap.org
- MyArmyBenefits – myarmybenefits.us.army.mil
- American Corporate Partners – http://acp-usa.org/
- Army Mentorship Program – Info found on AKO
- Navy Mentorship Program
- Air Force Mentorship Guidance/Information
- USMC Mentorship Guidance/Information
- ACAP Call Center: 1-800-325-4715
  (24/7 except Federal holidays)
How is your family affected by your transition?
Transition Affects the Family

- Changing Family Dynamics
- Shifting Household Responsibilities
- Contemplating Relocation
- Adjusting Finances
- Setting New Career Goals
Expectations

- Discuss Family expectations
- Don’t make assumptions
- Communicate clearly and frequently
- Realize that expectations may change over time
- Make time for relationships
Strategies for a Successful Transition

- Communicate
- Plan and Prepare
- Research
- Recognize Signs of Stress
- Identify Resources
- Seek Help
Recognizing Signs of Stress

- Unexplained crying or tearfulness
- Clinging among family members
- Sleep disturbances, fatigue, and nightmares
- Behavioral or personality changes, such as withdrawal, moodiness, sadness, anxiety, irritability, and anger
- Changes in eating patterns
- Headaches and illnesses
- Problems at school and/or work
- Low self-esteem, increased self-criticism
- Loss of enthusiasm for hobbies and interests
- Fear or lack of responsiveness from children – intensified fears in children that parents will leave them or not be able to care for them
- Obsessive spending or "runaway spending"
Where to Get Help

- Military OneSource
- DoD Mental Health Network
- Military/Veteran Service Organization
- Military Family Life Centers
- Chaplain, civilian clergy, post clinic, or behavior health clinic
Issues That Complicate Transition

- Drug or alcohol abuse
- Loss of employment while deployed
- Frequent changes in employment
- Financial problems
- Spousal abuse
- Sexual assault
- Suicidal thoughts or actions
- Thrill-seeking behavior
- Disabled veterans/disability issues
- Post-Traumatic Stress Disorder (PTSD)/Traumatic Brain Injury (TBI)
- Supporting children with special needs
- Divorce and/or loss of significant relationships
Indicators of Complications

- Disturbing memories or nightmares
- Difficulty feeling safe
- Feelings of sadness or numbness
- Excessive use of alcohol or drugs
- Feelings of isolation from others
- Problems with anger or irritability
- Problems with sleep
- Physical health problems
- Loss of appetite/over eating
Reservists must be re-hired by previous employers if:

- They reapply for previous job in a timely manner (90 days)
- Two years if injured or hospitalized
- Five years service limit not exceeded

Loss of Employment
Loss of employment while deployed could:

- Create an “at-risk” situation ahead of the Service member’s return
- Lead to reduction in battle focus
- Lead to unexpected hardship on the family upon demobilization
Support

- Military OneSource
  1-800-342-9647 or militaryonesource.mil
- PTSD: ncptsd.va.gov/index.html
- National Suicide Prevention
  1-800-273-8255
- Military Family Network: emilitary.org
- Local Options: Clergy, state agencies, VA, local hospitals
- One-on-one support: Chaplain, medical professionals, psychologists, social workers
Local Assistance

- Veterans Administration: ____________________________
- Department of Labor: _____________________________
- Chaplain: ______________________________________
- Finance: _______________________________________
- Counseling: ______________________________________
- Veterans’ Employment Agency: ____________________
- Family Readiness: _______________________________
- ACAP Call Center: 1-800-325-4715
ACAP Call Center
1-800-325-4715 (24/7 except Federal holidays)
Military Transition Can Be

• New
• Exciting
• Balanced
• Controlled
• Self-fulfilling

You can Choose!